

# THE PRIORY SCHOOL

## Health and Safety & Welfare Policy

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| Adopted by the Governing Body on: | November 2017 |
| Review cycle:                     | Annually      |
| Review date:                      | November 2018 |
| Governors Committee:              | Resources     |
| Staff Responsible:                | BGN           |

- Part 1: Statement of General Policy on Health, Safety and Welfare
- Part 2: Organisation and Responsibilities for Health, Safety and Welfare
- Part 3: Arrangements and Procedures for Health, Safety and Welfare

To comply with the Health and Safety at Work etc. Act 1974, Section 3:

*(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.*

The policy statement supplements the general statements of policy issued most recently by the Surrey County Council, and obtainable via the SCC website.

# Part 1:

## Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Headteacher of The Priory CofE School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Act in accordance with the general health H&S policy of Surrey County Council.
- Require all managers, in the school community, to act in accordance with SCC/ School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Body & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/ workplace in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision

3. In support of the above, the Governing Body & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

*Signed:*

*Signed:*

**Mr S Murray - Chair of Governors**

**Mrs R Gibb - Headteacher**

# **Part 2:**

## **Organisation and Responsibilities for Health, Safety and Welfare**

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of The Priory School.

### **1. The Governing Body**

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- 1.1 Include Health and safety targets in the School Development Plan. Targets may include,
  - Provision of facility for health and safety purposes.
  - Reductions in accidents/ incidents.
  - Training for Governors/ staff, and
  - revision of policy/ procedure
- 1.2 Nominate a Governor as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Headteacher at this time. This report should include information on,
  - Progress of the H&S targets in the SDP.
  - Accident/incident analysis
  - Relevant H&S information received from SCC or its Advisers.
  - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

### **2. Headteacher**

As Senior Manager for the premises, and of all on & off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise the Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
  - All appropriate areas/ activities are covered,
  - Appropriate control measures are implemented, and that
  - Assessment are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
  - The fabric of the building.
  - Sports/Gym equipment.
  - Fire appliances.
  - Boiler/ heating systems.
  - Portable electrical appliances.
  - Water systems.
  - Swimming pool.
  - First Aid/ medical facility and equipment.
  - Premises staff equipment.
  - Curriculum specific e.g.; fume cupboards and DT workshop maintenance.
- 2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
  - Headteacher, Business Manager and Site Manager H&S awareness
  - H&S Induction training (all new and temporary staff)
  - Emergency/ Fire Training for the whole school community.
  - First Aid
  - Risk Assessment
  - H&S Coordinator
  - Lifting and Handling
  - Working at heights,

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/ Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/ or whenever significant changes or building works might affect the mean of escape.
- 2.16 An appropriate Deputy Headteacher is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **3. Deputy Headteacher**

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

### **4. Line Managers**

Managers in charge of Departments/ Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.

- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/ appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Students are given relevant H&S information and instruction.

## **5. Teaching Staff [Including supply]**

Teaching staff are responsible for the H&S of all students under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the students that they are supervising.
- 5.2 That appropriate safety instructions are given to all students prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

## **6. Premises Manager/Site Staff**

The Premises Manager/ Site Staff are responsible to the Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H & S co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the current use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

## **7. Health and Safety Co-ordinator**

The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/ Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/ incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteacher and/ or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **8. All Employees [including temporary & volunteers]**

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/ Incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

## **PART 3:**

# **ARRANGEMENTS AND PROCEDURES FOR HEALTH, SAFETY AND WELFARE**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **1. Accident Reporting, Recording & Investigation**

Following an accident in school or on a school trip, a report is completed using the OSHENS on line reporting system. Victoria Howes inputs the form to the Surrey on-line accident/incident reporting system. If the injury is serious enough to warrant hospital attendance for a broken bone or loss of consciousness, Victoria Howes will also inform RIDDOR online.

### **2. Asbestos**

The school's asbestos register is kept in paper form in the Premises office, and on computer/jms/premises drive. The school is responsible for its own register. Where asbestos is discovered, the area must be sealed off and the Business manager or Site Manager will contact Mark Button at ARL. Premises staff are aware to take specific care when drilling etc. in the older parts of the building.

### **3. Contractors**

The school may use contractors for many purposes. Many contractors have been known to the school for a long period of time and their practices are acceptable to the school. Where outside contractors are employed, for example, Surrey County Council delivered projects, incidents and concerns are discussed with the contractor on site and the project manager. Where larger contracts are taking place the school representatives will discuss Health & Safety issues at site meetings and will report concerns to the contractor and appointed project manager immediately.

### **4. Curriculum Safety**

Risk assessments are taken by some departments such as PE, DT and Science. If students/staff have injured themselves ( ie. broken leg , arm) a risk assessment is done on an individual basis.

### **5. Drugs & Medications**

Students are not allowed to keep any medication on their possession, unless they have a signed agreement by school and parents or has the need to carry an inhaler or epi-pen. In all other circumstances parents must complete a medical form that has details about the medication for their child, this is then kept in the Student services office with the medication is kept and Student Office have a list of everything in each cabinet. Student SIMS records contain details of students' medical conditions.

### **6. Electrical Equipment**

Fixed electrical inspections are undertaken every five years. The inspection is carried out by Electrotec. Portable Appliance Testing is undertaken annually by TFPS.. Defects are dealt with

through repair or replacement. Staff members report any faulty equipment to the bursar who will then decide whether it is an issue for the premises staff or whether a contractor is required.

## 7. Fire Precautions & Procedures (and other emergencies)

The school follows the guidelines set out in The Regulatory Reform (Fire Safety) Order 2005. Termly Health & Safety and fire inspections are made by the bursar and governor where appropriate. All rooms in the school have Fire Evacuation notices which give clear direction of what needs to be done if the fire bell rings. Please refer to the Fire Evacuation Routine & Record Book (Reception) and Fire Risk Assessment for full details concerning fire procedures. All staff receive basic fire training. Premises and selected staff receive fire marshal training.

## 8. First Aid

Staff with the 'First Aid at Work' qualification are: Sasha Berry, Chris Joy, Dawn Smith, Giles Rudd, Jayne Weeden, Judy Rawlinson, Louise Dickson, Regina Spillane, Sarah Bradley, Tom Currie, William Bryan, Victoria Howes and Clare Harrison. All are retrained every three years and kept up to date with first aid regulations.

The main first aid box is in Student Services and is stocked by the Student Services Coordinator. There are first aid boxes in all the DT rooms, PE area, Science rooms and a grab bag in the main office. They are stocked with a variety of dressings and departments have to get them replenish from the Student services office. If a student or member of staff has to go to hospital and a parent/carer/family member cannot be with them, Victoria Howes attends the hospital until a member of the family arrives. In the event of Victoria Howes being absent, Angela Butler will carry out this duty.

## 9. Glass & Glazing

Regular inspection of glass is undertaken as part of the Health & Safety check. Many of the windows in the school are now new and are double glazed. If a door or window has a cracked pane, safety film is placed over it until full repair can be made. In the event of a piece of glass being shattered, the area may need to be boarded up,

## 10. Hazardous Substances

A list of hazardous substances is held by the Premises Manager in regards to pool chemicals. Where cleaning products come with a COSHH notice, the contents of the advice are explained to the cleaner and a copy is also provided to the premises manager for First Aid purposes.

## 11. Health and Safety Advice

The school purchases the Health & Safety option from Babcock. The Business Manager and Site Manager attend the Premises Briefings, which include H & S updates when they are held. The Site Manager staff have attended courses regarding working with ladders/towers.

## 12. Housekeeping, cleaning & waste disposal

The school employs a contract clearer to clean the school site, this is overseen by Joe Mills, Site Manager. External bins by Site Team twice weekly.

### 13. Handling & Lifting

At present there are no physically disabled students on site. Premises staff are aware of the need not to overload themselves or barrows when moving goods and supplies.

### 14. Jewellery

Please refer to the Uniform Policy regarding the wearing of jewellery

### 15. Lettings/shared use of premises

Lettings are agreed following completion of the school's letting form. For lettings out of school hours, the school provides a telephone contact number in case of emergency.

### 16. Lone Working

There are occasions when premises staff are alone in the building. Procedures are in place to prevent high risk activities taking place during this time.

### 17. Long Term Evacuation Plan

An Emergency Plan is in place. A copy is available.

### 18. Maintenance / Inspection of Equipment A full up to date list of our Statutory tests can be found on-computer/jms/premises drive.

- Fire Equipment - TFPS annually
- Gym Equipment – SCC annually
- DT Equipment – SCC annually
- Emergency Lighting – IVR Electrical.
- Lifts Pickerings Lifts 4 times a year.
- Kitchen Ductwork – 3CCFS.
- Fume cupboard - Techomack annually
- Fire alarms - weekly premises team and SFA Fire and Security.
- Boilers – MK Building Services twice per year
- Air Conditioning- Parker Air Conditioning.
- CCTV - Buchanan & Curwen annually
- Gutter cleaning - Premises Team.
- Waste Management – Grundons twice weekly collections
- Drain inspection – S.E Drainage bi-annually.
- MOT/Service Mini bus – MT Motors.
- Fixed electrical inspections – Out to tender every 5 years. (next due 2020)
- Electrical testing PAT - TFPS
- Environmental Health - Canteen inspected annually
- Lightning conductors- A.Harefield Ltd.
- Asbestos- ARL Ltd.
- Security Alarms- ADT, and MRFS.

### 19. Monitoring the Policy

The Site Manager carries out termly Health & Safety Inspections, along with the nominated Governor from the Resources Committee. The governing body receive a Health & Safety report at each Resources meeting.

## 20. Personal Protective Equipment (PPE)

PPE is provided to students and staff for evening car parking duties. The stock is checked prior to any evening function.

## 21. Supervising Social Time

There are many members of staff undertaking break duty and who undertake lunchtime supervision. These are in the staff handbook. The SLT also patrol areas and are available. Accidents are dealt with by alerting student services coordinator.

## 22. Reporting Defects

All hazards should be reported to the Business Manager who will arrange for remedial work to be undertaken.

## 23. Risk Assessments

The Business Manager is responsible for ensuring Risk Assessments are carried out on pregnant members of staff or staff that have health problems. These are signed by the staff member involved and by the Headteacher. A copy is given to the member of staff and one copy is kept in their personnel file. These are updated every term for health issues.

## 24. School Trips/ Off-Site Activities

Phil Harrison is the Educational Visits Co-ordinator.

Staff complete a trip form which is passed to Phil Harrison, Assistant Headteacher, (Educational Visits Officer) for authorising. If the trip is residential, forms must be authorised by the Headteacher, Chair of Governors and Surrey County Council through the on line system.

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Permission letters must be obtained from parents/carers before any student is allowed to attend a trip. A member of SLT will be the school based liaison while students are out and a list of students is left in the Front Office and Student Services Office. If residential, all details of the students, including contacts details of their parents/carers are left with SLT. Details of where the students are staying must also be left as well as contact details of all the leaders. A first aider should attend the trip when it is deemed necessary by the EVC. Basic first aid bags should be taken on all trips and spread around the members of staff on the trip.

The quota of staff to students is dependent on the experience of the staff, the age of the students, the nature of any behavioural issues identified within the group, the destination and the activities that will be undertaken. This will be discussed and agreed with the EVC in advance.

## 25. School Transport

The school minibuses can only be driven by someone who has passed the Surrey County Council driving test. The test is retaken every three years. Before a test is taken, driving licences are checked for any offences that would prevent them from driving the minibuses. Joe Mills, Site Manager keeps a check on the minibuses and books them out for the necessary trips, MOT and services. All students must wear seatbelts and stay in their seats. No car seats for young children are put in the minibus. The insurance for the minibuses is through Surrey County Council.

## 26. Smoking

The school has a no smoking policy, this includes e- cigarettes.

## 27. Staff Consultation

Staff have access to the school's internal 'freshdesk' ticketing reporting system for Health & Safety..

## 28. Staff Health & Safety Training and Development

An induction pack is provided to all new members of staff and this includes the Health & Safety Policy. The bursar talks through H&S issues with support staff at induction. Heads of Department explain H&S issues concerning their department.

## 29. Staff Well-being / Stress

The school uses the Occupational Health & Personnel Services of Babcock.

## 30. Supervision (including out of school learning activity/study support)

Teachers do not leave students unattended in the classroom. At break and lunchtimes a robust system of supervision is in place.

## 31. Use of VDU's / Display Screens

A leaflet is provided to staff regarding the safe use of VDU/Display screens and an annual questionnaire is completed by users. Any member of staff who consistently uses a VDU for more than three hours per day is recommended to have their eyes test every two years.

## 32. Vehicles on Site

Deliveries are requested outside the main entry and exit times of the students. Rotas of staff to supervise the exits at the end of the school day are published in the staff handbook.

## 33. Violence to Staff / School Security

All visitors entering the site must sign in and provide valid identification. CCTV is in place to monitor the external areas of the site. If there is an intruder on site the SLT will ensure that the police are alerted. The premises staff have a routine for locking down the building.

#### 34. Working at Height

Premises staff have received appropriate training and the tower is labelled accordingly.

#### 35. Work Experience

H&S inspections are carried out on behalf of the school by Jo Carrol as the careers adviser to the school.